



**Family Homeless Prevention  
and Assistance Program  
Request for Proposal Guide  
FY 2016 - 2017**

Application Deadline:  
Friday, March 13, 2015  
4:30 p.m.



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## Introduction

The 1993 Minnesota State Legislature established the Family Homeless Prevention and Assistance Program (FHPAP) to assist families with or without children, single adults, and unaccompanied youth who are homeless or at imminent risk of homelessness. The purpose of the program is to support continuing innovation and development of comprehensive systems that prevent and end homelessness. Program goals are to:

- Prevent homelessness
- Minimize the number of days homeless
- Eliminate repeated episodes of homelessness

Minnesota Housing announces the availability of FHPAP funds through a competitive grant application process. Grant funds in the amount of \$17,038,000 are anticipated for the state biennium period July 1, 2015 - June 30, 2017. Distribution of funds will be at the discretion of Minnesota Housing. The actual availability and amount of funds is contingent upon approval by the 2015 Minnesota Legislature.

### Eligible Applicants:

1. Twin Cities metropolitan area: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties
2. Non-metropolitan areas: a county, a group of contiguous counties jointly acting together, or a community based nonprofit organization with a sponsoring resolution from each of the county boards located within its operating jurisdiction

REQUEST FOR PROPOSAL (RFP) IMPORTANT DATES	
Monday, February 2, 2015	FHPAP Information Session (ITV)
Friday, February 13, 2015	FHPAP Q&A Session (teleconference)
Friday, March 13, 2015	RFP proposal due to Minnesota Housing by 4:30 p. m. <b><i>Late applications will not be considered.</i></b>
March/April 2015	State staff reviews proposals
Thursday, May 28, 2015	Funding recommendations presented to Minnesota Housing Board for approval
July 1, 2015 - June 30, 2017	Grant term

## Chapter 1 – Planning

As outlined in Minnesota Statute §462A.204, each FHPAP project designs its own service delivery system to achieve program goals and uses approaches that are most applicable at the local community level.

### 1.01 Project Requirements

Consider Minnesota Statute §462A.204 subd 4 requirements when planning for FHPAP funds.

#### *Subdivision 4: Project Requirements*

*Each project must be designed to stabilize families in their existing homes, shorten the amount of time that families stay in emergency shelters, and assist families with securing transitional or permanent affordable housing throughout the grantee's area of operation. Each project must include plans for the following:*

- 1. Use of existing housing stock, including the maintenance of current housing for those at risk;*
- 2. Leveraging of private and public money to maximize the project impact;*
- 3. Coordination and use of existing public and private providers of rental assistance, emergency shelters, transitional housing, and affordable permanent housing;*
- 4. Targeting of direct financial assistance including assistance for rent, utility payments or other housing costs, and support services, where appropriate, to prevent homelessness and repeated episodes of homelessness;*
- 5. Efforts to address the needs of specific homeless populations;*
- 6. Identification of outcomes expected from the use of the grant award; and*
- 7. Description of how the organization will use other resources to address the needs of homeless individuals.*

### 1.02 Advisory Committee

Legislation mandates the formation and ongoing existence of an Advisory Committee for all FHPAP projects. Applicants should describe the role of the Advisory Committee throughout the application. Consider the guidelines outlined in Minnesota Statute §462A.204 subd 6.

#### *Subdivision 6: Advisory Committee*

*Each grantee shall establish an Advisory Committee consisting of a homeless advocate, a homeless person or formerly homeless person, a member of the state interagency task force on homelessness, local representatives, if any, of public and private providers of emergency shelter, transitional housing, and permanent affordable housing, and other members of the public not representatives of those specifically described in this sentence. The grantee shall consult on a regular basis with the Advisory Committee in preparing the project proposal and in the design, implementation, and evaluation of the project.*

*The Advisory Committee shall assist the grantee as follows:*

- 1. Designing or refocusing the grantee's emergency response system;*
- 2. Developing project outcome measurements; and*
- 3. Assessing the short- and long-term effectiveness of the project in meeting the needs of families who are homeless, preventing homelessness, identifying and developing innovative solutions to the problem of homeless families, and identifying problems and barriers to providing services to homeless families.*

### 1.03 Planning Expectations

Minnesota Housing is interested in how the Applicant fully engages its Advisory Committee and the community in the planning process. The Agency expects Applicants to have engaged and made connections with local and tribal governments and to have developed a fair and transparent process for soliciting providers to meet the needs identified in their community. Please describe these relationships and processes in the application.

### 1.04 Funding Expectations

In addition to the statutory requirements outlined above, each project must:

- Assess the local Homeless Response System, including the need in the community for services and assistance to target populations.
- Assess each FHPAP household at initial entry to determine appropriate resources and services to solve housing crises; then assess quarterly if the household remains in the program longer than 6 months.
- Establish reasonable additional program eligibility criteria to target funds.
- Utilize a prevention targeting strategy.
- Evaluate the prevention targeting strategy throughout the biennium in order to measure effectiveness and impact on the community.
- Implement strategies to ensure collaboration with local education authorities to provide services and/or direct assistance to individuals and families with school-age children that become homeless or unstably housed. Collaborate with other FHPAP service providers to ensure that households in all regions have access to services.
- Connect households to appropriate community and mainstream resources that fit their needs.
- Participate in ongoing planning and coordination with Continuum of Care, Heading Home, and related planning groups in the service area.
- Include tribal governments (if in the service area) in planning and project design. **Note:** The state of Minnesota and the United States recognize the existence of the following reservations: Bois Forte Band of Chippewa, Fond du Lac Band of Lake Superior Chippewa, Grand Portage Band of Chippewa, Leech Lake Band of Ojibwe, Lower Sioux Community, Mille Lacs band of Ojibwe, Prairie Island Mdewakanton Dakota Community, Red Lake Nation, Shakopee Mdewakanton Sioux Community, Upper Sioux Community and the White Earth Nation.
- Work toward alignment with applicable HEARTH Act requirements, including Coordinated Assessment and performance measurements.
- Have well-developed partnerships with other service and housing providers, agencies, and local governments.
- Strategize and coordinate local FHPAP activities with various funding sources to maximize usage of available resources, including Emergency Solutions Grant recipients (the Office for Economic Opportunity (OEO), St. Louis County, City of St. Paul, City of Minneapolis, Hennepin County).
- Develop and implement a transparent process and criteria for selecting service providers (both Grantees and Sub-grantees) best suited to address the community-identified needs and trends.

- Demonstrate understanding of the local housing market.
- Work with each FHPAP household in a culturally appropriate way.
- Document household eligibility, services, and assistance.
- Align outcomes and budgets to reflect identified needs.
- Have a funding distribution plan to maintain a balance between supportive services case load and direct assistance. Do not exceed quarterly funding allotment.
- Collect data through Minnesota’s Homeless Management Information System (HMIS).
- Monitor and evaluate overall project performance including individual service providers.

## Chapter 2 – Project Design

### 2.01 Populations

FHPAP serves all populations that are homeless or are at imminent risk of homelessness. It is a program requirement that Grantees must serve all of the following:

- Families with children
- Singles
- Youth/unaccompanied youth (age up to 21)

If the project does not fulfill the requirement of serving all populations, the Applicant may provide proof of other available resources for these populations that reduces or eliminates the need for FHPAP funds. Applicants must continually monitor community need and ensure access to services for all populations.

Applicants may also target specific subpopulations such as veterans, those who have recently been released from institutions, survivors of domestic violence, cultural groups who are disparately served, etc.

### 2.02 Eligibility and Targeting

Applicants will want to ensure their eligibility criteria and activities are consistent with statewide FHPAP requirements:

**Eligible Recipients:** The recipients of FHPAP assistance must be low-income (no more than 200% of federal poverty guidelines) Minnesotans experiencing a housing crisis who are able to maintain housing after short-term FHPAP assistance and services. Grantees may create additional eligibility criteria in order to target their funding to best meet identified community needs and to ensure that funding is sustained throughout the biennium.

**Eligible Activities:** The program provides Grantees with the flexibility to use the funds in the manner best determined to achieve the funding goals. Funds are designed to be temporary and may be used for a broad range of purposes to promote housing stability and prevent or end homelessness.

- Supportive Services
  - Supportive Services generally include services such as housing search and information, case/care management, and landlord/tenant assistance
  - Cost of providing Supportive Services for program participants (e.g., staff costs for screening/assessment, mileage, housing search, case management, Program Manager/Director, Outreach Worker, Counselor, Legal Staff)
  - The amount dedicated to Supportive Services shall not exceed 50% of the total budget unless the Applicant provides rationale, to the satisfaction of Minnesota Housing, that Direct Assistance funds are available through another source
- Direct financial assistance
  - Direct financial assistance expenses generally include expenses such as rent payment assistance, rental deposit assistance, mortgage payment assistance, and undesignated temporary aid



- A complete list of eligible direct financial assistance expenses can be found at [FHPAP Service Transactions in HMIS](#)
- Administration
  - Costs associated with administering the program (e.g., financial audit/accounting, program management, data/reporting, HMIS costs, personnel, training, supplies)
  - No more than 10% of funding can be used for administration costs

#### **Ineligible Activities**

- To acquire, rehabilitate, or construct emergency shelters, transitional, or permanent housing
- To pay more than 24 months of Direct Assistance and Supportive Services
- To pay the operating costs of emergency housing including hotel/motel expenses
- To pay the operating and Supportive Service costs of permanent supportive housing

Minnesota Housing discourages a first come, first served model for client selection. Instead, Grantees should develop and utilize targeting strategies based on their prior biennium experience and previous targeting strategies.

### **2.03 System Change**

FHPAP legislation requires the Grantee and Advisory Committee to work on “system change” to improve outcomes for at risk and homeless households. At a minimum, FHPAP requires Applicants to consider how to reduce the length of homelessness, reduce the average number of days in emergency housing, and reduce the average number of days from application to housing. Minnesota Housing is also interested in other system strategies Applicants will work on during the biennium.

### **2.04 Coordinated Assessment**

Applicants will also be required to actively participate with their local Coordinated Assessment system. Participation includes, but is not limited to:

- Projects providing written standards for client eligibility and enrollment determination to the Coordinated Assessment administrative entity
- Projects communicating project vacancies to the Coordinated Assessment administrative entity
- Projects aligning entry/access points with the local Coordinated Assessment defined access points
- Projects ensuring that all FHPAP activities (both prevention and homeless assistance) are represented in their local Coordinated Assessment system

## Chapter 3 – Evaluation and Outcome Indicators

### 3.01 Evaluation

Grantees should be regularly monitoring project results, expenditures, and outcome indicators and communicating these findings with the Advisory Committee and other stakeholders. Projects should also have tools and a defined process for monitoring Grantee and Sub-grantee activities and performance.

### 3.02 Outcome Indicators

Outcome indicators have been pre-determined by Minnesota Housing. The indicators will be measured using Minnesota's Homeless Management Information System (HMIS) data except for indicator 3.b.\* In addition to the outcomes listed, Grantees may want to provide additional outcomes for their project.

1. **Outcome for Prevention Goal:** Families with or without children, single adults, and unaccompanied youth who are at imminent risk of homelessness do not become homeless.

Outcome Indicators:

- a. The number of households to be served under the FHPAP prevention goal (output)
- b. The percentage of households to remain in current housing or obtain housing at exit of service
- c. The percentage of households served under the FHPAP prevention goal who will not enter shelter within 6 months of program exit\*\*

2. **Outcome for Homeless Assistance Goal:** Families with or without children, single adults, and unaccompanied youth who are homeless secure and maintain housing.

Outcome Indicators:

- a. The number of households to be served under the FHPAP homeless assistance goal (output)
- b. The percentage of households to obtain housing at exit of service
- c. The percentage of households served under the FHPAP homeless assistance goal who will not enter shelter within 6 months of program exit\*\*

3. **Outcome for System Goal:** Communities minimize days of homelessness by improving their Homeless Response System.

Outcome Indicators:

- a. Average length of homelessness (based on FHPAP household self-report at entry)
- b. Average length of stay at emergency housing including shelters and motel vouchers (if any in service area)\*\*
- c. Average days from FHPAP application submission to housing move-in date

*\*Data on outcome 3.b. must be collected by the Grantee from their local emergency housing providers.*

*\*\*Data on outcomes 1.c. and 2.c. will be captured through the HMIS Return to Shelter Report.*

## Chapter 4 – Budget

This RFP offers the opportunity to ask for a specific amount of funding. Applicants must identify the appropriate level of biennium funding for their proposal. Minnesota Housing invites Applicants to be creative in their project design, yet closely consider the need, capacity, and scope of their request. The following are funding request options available for projects:

- No change in FHPAP funding
- Increase in FHPAP funding
- Decrease in FHPAP funding
- **New Applicants:** please contact Minnesota Housing FHPAP staff for guidance

Provide a clear rationale for the selected funding option. Please submit a Budget Form for all proposed service providers, along with a total overall project budget.

## Chapter 5 – Request for Proposal (RFP) Process

The Applicant is responsible to understand the submission requirements necessary for a complete application. Access the application, supplemental materials, and resources on [Minnesota Housing's website](#).

### 5.01 RFP Information Session

The information session provides an overview of RFP strategies, RFP content, the process, and training in data reporting. The information session will be provided through the following four options:

#### 1. In person at DHS

Date and Time	Location
Monday, February 2, 2015 1:30 p.m. – 4:00 p.m.	Department of Human Services 444 Lafayette, St. Paul, MN 55155 Room 5139

If you plan to attend in person at the Department of Human Services site, please RSVP to [diane.elias@state.mn.us](mailto:diane.elias@state.mn.us) by Friday, January 30, 2015.

#### 2. Interactive TeleVision (ITV)

ITV Site	City	Location
Anoka County	Anoka	Government Center, 2100 3 <sup>rd</sup> Avenue, Room 238
Blue Earth County	Mankato	Human Service River Room, 410 South 5 <sup>th</sup> St, 3 <sup>rd</sup> Floor
Clay County	Moorhead	Family Services Center, 715 11 <sup>th</sup> Street North
Clearwater County	Bagley, MN	Clearwater County Courthouse, 213 Main Avenue North
Dakota County	West St. Paul	Dakota County Northern Service Center, 1 Mendota Road West, Room 501
Itasca County	Grand Rapids	Itasca County Human Services, Itasca Resource Center, 1209 SE 2 <sup>nd</sup> Ave, Room 157
Kandiyohi County	Willmar	Human Services, 2200 23 <sup>rd</sup> Street NE, Room 1070
Mille Lacs County	Milaca	Family Services and Welfare Department, 525 Second Street East
Morrison County	Little Falls	Social Services/Mental Health, 213 SE 1 <sup>st</sup> Avenue
Murray County	Austin	Murray County Southwest Health and Human Services, 3001 Maple Road, Suite 100
Olmsted County	Rochester	Community Services, 2117 Campus Drive SE, 2 <sup>nd</sup> Floor, Room 161
Polk County	Crookston	Government Center, 612 North Broadway, Suite 101
St. Louis County	Duluth	Government Center, 320 West 2 <sup>nd</sup> Street, 7 <sup>th</sup> Floor
Stearns County	St. Cloud	Human Services, 705 Courthouse Square, Room 333
Steele County	Owatonna	Steele County Adm Center, 630 Florence Avenue, Room 30
Washington	Stillwater	14949 62 <sup>nd</sup> Street North, 4th floor Public Health
White Earth Nation	White Earth	Tribal Health, 26246 Crane Road

### 3. Conference Call

Telephone	Access Code
1-888-742-5095	7743934164

### 4. Live Streaming

Live Streaming is available at [mms://stream2.video.state.mn.us/oet-live](https://stream2.video.state.mn.us/oet-live). The Live Streaming link will be available approximately thirty minutes prior to the start time of this event.

## 5.02 RFP Question and Answer Session

An RFP Q&A Session will be offered via conference call. This is an opportunity for Applicants to ask questions and Minnesota Housing to provide information regarding the application process.

Date and Time	Teleconference Information
Friday, February 13, 2015 10:30 a.m. – 12:00 p.m.	Call: 1-888-742-5095 Code: 6106770549

## 5.03 Application Assistance

Applicants are encouraged to seek assistance from FHPAP staff. Staff is available to answer any RFP process related questions.

Diane Elias, Program Manager: 651-284-3176 or [diane.elias@state.mn.us](mailto:diane.elias@state.mn.us)

Kim Bailey: 651-296-9833 or [kim.bailey@state.mn.us](mailto:kim.bailey@state.mn.us)

## 5.04 Submission Information

Application packages are available on the [Minnesota Housing website](#).

The application must be received via email by **4:30 p.m., Friday, March 13, 2015**. Submitted applications are considered final, but Minnesota Housing may request additional information or clarification.

Email application materials (e.g. application and budget) to [diane.elias@state.mn.us](mailto:diane.elias@state.mn.us). Applications must be in Word format, not .pdf (with the exception of the signature page). County Board Resolution(s), Certificate of Consistency with the Continuum of Care Plan(s), and Certificate of Insurance may be scanned and emailed during the contract process.

## 5.05 Application Review and Award

Minnesota Housing staff, along with the Minnesota Interagency Council on Homelessness (MICH) FHPAP committee, is responsible to review and score proposals to determine funding awards. Funding recommendations will be presented for approval to Minnesota Housing board members at the May 28, 2015 board meeting.

**Minnesota Housing may negotiate with Applicants concerning proposed goals, objectives, activities, and budgets when finalizing the contract terms.**

## 5.06 Funding Criteria

The following will be determined through an Applicant's Request for Proposal response:

Planning	
Applicant’s Advisory Committee has strong recruitment and voting process (Section 1. A.).  Applicant has established good community and government (including tribal) relationships. Applicant planning process aligns with other homeless efforts (Section 1. B.).	20
Applicant has established process (i.e. local Request for Proposal) to best match providers with community needs (Section 1. C.).	
Applicant has clearly demonstrated at risk and homeless needs and priorities (Section 1. D.).	
Project Design	
Target populations are those most in need of FHPAP funds (Section II. A.).	30
Applicant eligibility criteria will help serve those most in need of FHPAP funds (Section II. B.).	
Applicant targeting strategies will help serve those most in need of FHPAP funds (Section II. C.).	
Applicant outreach is thorough and culturally competent (Section II. D.).	
Applicant activities will prevent and end homelessness (Section II. E.).	
Applicant will improve the Homeless Response System (Section II. F.).	
Evaluation and Budget	
Applicant will continuously evaluate project effectiveness, measure outcomes, and communicate to stakeholders (Section IV.).	10
Applicant will effectively align budget with needs (Section V.).	

Minnesota Housing/MICH staff will determine the following through review of information collected throughout the 2014-2015 biennium (with the exception of New Applicants):

Program Capacity and Performance	
<p>Applicant has positive performance history in previous and current grant cycle including:</p> <ul style="list-style-type: none"> <li>• Timely and accurate reporting (expenditure report, Annual Report)</li> <li>• Site visits</li> <li>• Outcome measurements</li> <li>• Demonstrated quality data collection and reporting system, particularly HMIS</li> </ul> <p><i>For New Applicants, Minnesota Housing will review readiness of the Advisory Committee, planning process, experience of service providers, and administrative experience with similar projects.</i></p>	15
<p>Applicant has provided responsive communication to both Minnesota Housing/MICH and to the Grantee's own Advisory Committee including:</p> <ul style="list-style-type: none"> <li>• Assessment of community needs and strategies</li> <li>• Local process to solicit and evaluate proposals from FHPAP providers</li> <li>• Ongoing program performance including financial and narrative reports</li> <li>• Changes in programs or services</li> </ul>	25

Needs Indicators (pre-determined by Minnesota Housing research staff) will be additional components used during the review process. They will likely include, but not be limited to, the following:

- Extreme housing burden for renters
- Poverty
- Unemployment rate

## Chapter 6 – Contractual Requirements

Grantees awarded FHPAP funds will be required to comply with the following:

### 6.01 Contract and Work Plan

A signed agreement between Minnesota Housing and the Grantee outlining the scope of services to be provided will need to be submitted to Minnesota Housing prior to funds being disbursed. Grantees are also responsible for completing a Work Plan that will become an attachment to the funding agreement.

Grantees are expected to comply with funding agreements including performance, data practices, and reporting. It is crucial to submit correct and valid data within the expected timeline. Minnesota Housing reserves the right to hold or discontinue funding disbursements if Grantee fails to accomplish its projected plan or to comply with funding agreements. Minnesota Housing may add conditions to the contract as part of the Work Plan, if necessary.

### 6.02 Insurance

Grantees will be required to produce evidence of Employee Dishonesty/Crime Insurance coverage in the amount of 1/8 of the total grant prior to execution of the funding agreement. Minnesota Housing will need to be listed as Certificate Holder on all Grantee Certificates of Liability. Grantees will also be required to collect verification of coverage insuring against fraud from all Sub-grantees.

### 6.03 Recordkeeping

Grantees are responsible to maintain financial records that document the use of all FHPAP funds, including those used for supportive services, direct assistance, and administrative costs. Minnesota Housing may request to review the accounting and documentation of such records at the site visit or at other times throughout the grant term, as needed. After grant term completion, the Grantee is expected to maintain all records for at least six years.

In addition to program level documents, client records must also be maintained for at least six years after the grant term has ended. File documentation for client records must include:

- An application/intake that reflects the household seeking assistance
- Consent and Release forms
- A signed HMIS Data Privacy Notice for all household members over 18
- A signed Tennessee warning that lists Minnesota Housing
- A Release of Information (ROI) indicating all entities that may be contacted. This document must be signed by all adult household members on whom information is being sought. ROIs must indicate an expiration date of one year or less.
- Proof of eligibility:
  - At or below 200% federal poverty guidelines; and
  - In a housing crisis; and
  - Consistently applied community established criteria
- Type and amount of FHPAP assistance provided and notation of crisis resolution



## 6.04 Reporting

All Grantees will be required to use Minnesota's Homeless Management Information System (HMIS) to collect household data and to complete reports to be submitted to Minnesota Housing. Visit the [HMIS website](#) for more information.

Reports include:

- Quarterly Expenditure Report
- Quarterly Output Report (this report is a portion of the Expenditure Report)
- Annual Report to the FHPAP-MICH subcommittee. The annual report must include the actual program results compared to program projections, as well as report any services to households not captured through HMIS

All Grantees are expected to submit correct and valid data within the expected timeline. Grantee is responsible for the performance of the grant and any Sub-grantee contracted to fulfill the terms of the grant. The grant coordinator is responsible to ensure compliance with program requirements and to regularly communicate progress to the Advisory Committee. Any concerns with grant performance or use of funds should be promptly communicated to Minnesota Housing FHPAP staff. **Minnesota Housing reserves the right to hold or discontinue funding disbursements if Grantee fails to accomplish its projected plan or to comply with grant agreements.**

Project activities that do not meet the threshold for HMIS reporting must still be tracked and accounted for; these numbers will be reported to Minnesota Housing through the Annual Report. These activities must show a clear link to housing stability and be approved by Minnesota Housing.

## Appendix A: Definitions

**Advisory Committee:** The statutorily required committee with whom the Grantee will consult on a regular basis regarding the design, implementation, and ongoing evaluation and redesign of the project.

**Coordinated Assessment:** A centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

**Direct (Financial) Assistance:** Any cash assistance to prevent or end homelessness (e.g., rent/mortgage assistance, security deposit, utility assistance, transportation assistance).

**Emergency Housing:** Any program providing homeless persons with basic shelter and/or essential supportive services including shelters, overflow motels, and motel vouchers.

**Evaluation Methods:** The ways information is collected, including: case studies, record review, focus groups, interviews, observations, questionnaires, tests, and mechanical measurement. FHPAP values both quantitative and qualitative evaluation methods.

**Family:** Households that are comprised of two or more individuals, which may or may not include children.

**Grantee:** The Grantee is the fiscal administrator of FHPAP funds awarded by Minnesota Housing but may also act as a provider of services and direct financial assistance to households who are homeless or at imminent risk of homelessness.

**Homeless Assistance:** All services that assist homeless families, single adults, and youth including supportive services and direct assistance.

**Homeless Management Information System (HMIS):** A database that allows organizations that provide services to people experiencing homelessness to collect client information electronically and easily produce required reports. Visit the [HMIS website](#) for more information.

**Homelessness Response System:** Set of services/system to serve people experiencing homelessness or at risk of homelessness, including emergency shelters, other emergency services, transitional housing, and permanent supportive housing.

**Low-income:** 200% of federal poverty ([Poverty Guidelines](#)) \*Applicants must use the most up-to-date version of the guidelines available when calculating the poverty rate.

**Minnesota Interagency Council on Homelessness (MICH):** A committee established by the Minnesota State Legislature to coordinate services and activities of all state agencies relating to homelessness (Minnesota Statute § 462A.204). The goal of MICH is to maximize state resources to prevent and address homelessness. MICH is the key advisor to FHPAP.

## Appendix A: Definitions (continued)

**Prevention:** Assist a household to retain their current housing or to obtain replacement housing without experiencing a day of homelessness (e.g., a day on the street, in a shelter or motel, in transitional housing, inappropriately doubled-up).

**Sub-grantee:** A provider awarded FHPAP funds by the Grantee to provide services and/or direct financial assistance to households who are homeless or at imminent risk of homelessness.

**Supportive Services:** The type of services provided by each project to stabilize client housing (e.g., find housing for people, provide clothing/transportation, counsel people, teach financial literacy classes).

**Youth:** Persons under the age of 22.